



DEPARTMENT OF HEALTH AND HUMAN SERVICES
NASHVILLE AREA INDIAN HEALTH SERVICE



THE NASHVILLE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-06-0145-NAO	OPENING DATE 09/12/06	CLOSING DATE 10/12/06
POSITION TITLE, SERIES, GRADE AND SALARY Contract Specialist GS-1102-9, \$42,955 per annum GS-1102-11, \$51,972 per annum GS-1102-12, \$62,291 per annum		LOCATION AND DUTY STATION Nashville Area Indian Health Service Division of Extramural Awards & Agreements Nashville, TN

(Includes Locality Pay Adjustment)

AREA OF CONSIDERATION: ALL SOURCES

RELOCATION: Relocation Expenses will be paid.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Promotional opportunity to GS-11 or GS-12, if selected at the lower grades.
- Applicant must possess a valid state driver's license.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

DUTIES AND RESPONSIBILITIES:

GS-9: Incumbent is responsible for assisting Senior Contract Specialist in the various aspects of procurement development: planning, sealed bidding and negotiating, administration and closing out. Analyzes bids and proposals and conducts responsibility reviews. Administers contracts and grants with day-to-day supervision. **GS-11:** Responsible for pre-award and post-award functions. Responsible for a variety of contracts, which require special handling provisions or other specialized terms and conditions. Provides guidance to technical personnel involved in the development of the statement of work or data requirements. In advertised procurements, insures that the bid schedule is properly structured, prepares the solicitation, determines sources to be solicited, conducts pre-bid conferences, processes protests, determines the responsiveness of bids and determines the responsibility of the apparent low bidder. Determines the sources to be solicited, prepares applicable determinations and findings, conducts pre-proposal conferences, receives and evaluates proposals. Responds to inquiries, including formal protests and congressional inquiries. Monitors contractor performance in relation to the completion schedule required by the contract, insuring timely submission of technical program reports, making periodic visits to the contractor's facility or work site. Negotiates settlements for such changes, approves contract payments, assesses liquidated or actual damages for non-performance, issues show cause or cure notices, terminates contracts for default or convenience and negotiates settlements, prepares replies to other involved agencies, appeal board, or congressional inquiries. **GS-12:** Serves as the expert advisor to senior Area managers on all aspects of P.L. 93-638 contracting including representing

the Area and/or Tribes in third party venues. Advise management and Tribal representatives on rights and obligations as outlined in statute(s), regulations, pending legislation, and contracts. Serves as special consultant and representative of the Area Director. Advise management and program officials on the development, implementation and evaluation of P.L. 93-638 program plans, services, regulations, announcements, guidelines, general operating procedures, etc. Serves as technical expert/support to the Office of General Counsel (OGC) staff when members of that staff are assigned to represent Nashville Area in judicial proceedings/settings. Works independently, keeping Senior Contracting Officer fully informed of contracting issues; initiates corrective action and/or improvements in services with contracting Tribes and Tribal groups. Performs analysis to extent necessary regarding contractor's ability to provide services within the scope of work. Evaluates and monitors the capability and performance of contractors from pre-award through post award in the contracting process. Processes financial and narrative reports, documentation, summaries; prepares correspondence and other material pertaining to a contract. Reviews, researches and resolves P.L. 93-638 audit findings as required by law and regulation. Interprets and implements policy and procedure as applicable to contracts and contracting issues. May be required to travel via common carrier and/or government owned vehicle; therefore, must hold and maintain a valid and unrestricted state driver's license.

COMPETITIVE SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements for GS-5 through GS-11:

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

In addition to meeting the basic requirements above:

Candidates for the GS-9 must have had 52 weeks of specialized experience equivalent to at least the GS-7 grade level **OR** 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

Candidates for the GS-11 must have had 52 weeks of specialized experience equivalent to at least GS-9 **OR** 3 full academic years of progressively higher-level graduate education or Ph.D. or equivalent doctoral degree.

Candidates for the GS-12 must have had 52 weeks of specialized experience equivalent to at least GS-11.

Specialized Experience: Examples of qualifying specialized experience include: Developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts. Negotiating and awarding contracts, contract modifications, and/or subcontracts. Legal practice involving participation in negotiating, awarding, or administering contracts, or the analysis of procurement policies and procedures. Administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination. Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense. Formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews, and contract clearance, or developing positions on claims and protests related to contracts.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

GS-9: Candidates must have had 52 weeks of specialized experience equivalent to GS-7 level **OR** 2 full years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

GS-11: Candidates must have had 52 weeks of specialized experience equivalent to GS-9 level **OR** 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

GS-12: Candidates must have had 52 weeks of specialized experience equivalent to GS-11 level.

Specialized Experience (for positions at GS-9 and above): Specialized experience must have equipped the applicant with the particular KSAs to perform successfully the duties of the position to be filled. Examples of qualifying specialized experience include:

- Developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts.
- Negotiating and awarding contracts, contract modifications, and/or subcontracts.

- Legal practice involving participation in negotiating, awarding, or administering contracts, or the analysis of procurement policies and procedures.
- Administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination.
- Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense.
- Formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts.

Graduate Education: Successful completion of graduate education that provided the KSAs necessary to do the work is qualifying for positions at grades GS-7 through GS-11. To qualify for contracting positions on the basis of graduate education, graduate study in one or a combination of the following fields is required: acquisition management, business administration, contracting or procurement, economics, finance, industrial management, law, management and organization, marketing public administration, purchasing, quantitative methods, or other fields related to the position to be filled.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates for GS-9 and GS-11 must have completed at least 52 weeks of service no more than 2 grades lower than the position to be filled. Merit Promotion candidates for GS-12 must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Knowledge of cost and price analysis techniques in order to evaluate the reasonableness of costs presented.
2. Knowledge of basic desk audit procedures and allowable cost determination in order to close our contracts.
3. Ability to plan and lead negotiation discussion.
4. Knowledge of Federal acquisition regulations (FAR), and HHS acquisition regulations (HHSAR), policies and procedures.
5. Knowledge of formal advertising and negotiated methods of contracting.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Non-Status Candidates: Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Veterans Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Raelyn Pecos, (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Displaced Federal Employees Requesting Special Selection Priority Consideration: If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) –To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be submitted by close of business of the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. We do not FAX vacancy announcements. For inquiries, contact Raelyn Pecos, Human Resources Specialist, 505-248-4106.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, "Verification of Indian Preference for Employment in BIA and IHS only." This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- To substitute education for experience, where applicable, you must submit a copy of your transcript by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. Official transcripts will be required prior to entry on duty
- Copy of valid State Driver's License.
- See '**HOW TO APPLY**' on the last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Raelyn Pecos
Human Resources Specialist

09/11/06
Date

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.	
Optional Application for Federal Employment – Form Number OF-612 www.opm.gov/forms/pdf_fill/of0612.pdf	Résumé or Other written application format with information requested below. www.opm.gov/forms/pdfimage/of0510.pdf

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

JOB INFORMATION

Announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

EDUCATION

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

WORK EXPERIENCE

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description. ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form. ➤ Applicable Licensure. 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Current employees of Nashville Area, Albuquerque Area, or National Programs-Albuquerque may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF). ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, salary. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.